

## Web Port Waiver Request Instructions

### Before Completing this form:

If your site contains Scientific and Technical Information (STI), the following forms are required:

1. **STI Public Disclosure Export Control Checklist (GSFC 25-49) -- Form must be processed and signed by the Export Control Office before submitting the WPWR.** Questions regarding this form should be directed to the Export Control Office. Form, instructions, and contact information can be found at <http://export.gsfc.nasa.gov/websites.htm>. **Attach copy of signed and approved form to the WPWR (KEEP ORIGINAL FOR YOUR FILES)**
2. **NASA Scientific and Technical Document Availability Authorization (DAA) (NASA Form 1676) -- Form must be processed and signed (through Block 9, Final Approval by Program Manager) before submitting a WPWR.** Questions regarding content on this form should be directed to the Export Control Office (refer to <http://export.gsfc.nasa.gov/websites.htm>). Questions regarding processing of this form should be directed to the Publications Office, 301-286-9004. Form (with instructions) can be found at <http://nef.nasa.gov>. Enter 1676 in the Quick Form Search block and then select find. **Attach copy of signed and approved form to the WPWR (KEEP ORIGINAL FOR YOUR FILES)**

If your site contains export controlled information, the following form is required.

1. **STI Public Disclosure Export Control Checklist (GSFC 25-49) -- Form must be processed and signed by the Export Control Office before submitting the WPWR.** Questions regarding this form should be directed to the Export Control Office. Form, instructions, and contact information can be found at <http://export.gsfc.nasa.gov/websites.htm>. **Attach copy of signed and approved form to the WPWR (KEEP ORIGINAL FOR YOUR FILES)**

Allow at least 2 weeks for processing of both STI forms.

\*\*\*\***NOTE FOR WAIVER RENEWALS:** If you completed the GSFC 25-49 and/or the NASA Form 1676 at the time of your original waiver request and there has been no change in the site's content type, you do not need to resubmit these forms to the Export Control Office. Simply attach a copy of the signed original forms to the waiver renewal request (**KEEP ORIGINALS FOR YOUR FILES**).

\*\*\*\*\*  
\*Check <http://webmaster.gsfc.nasa.gov/policy/gsfsc/portwaiver/index.html> for detailed instructions, FAQs, and latest version of this form. Direct questions to the Web Port Waiver team at [web-port-waiver@listserv.gsfc.nasa.gov](mailto:web-port-waiver@listserv.gsfc.nasa.gov)

\*Please type or print legibly.

\*Allow up to 7 working days for the approval process.

\*Annual renewal is required.

\* The CSO may submit the completed waiver request using one of the following options:

- Hand deliver it to Building 18, Room 200
- FAX it to the Web Port Waiver Staff, x6-4424
- Send it to the Web Port Waiver Staff, Code 731.0, Building 18, Room 200

1-6 : Self Explanatory.

7: Select type of request. NOTE: See your CSO to Close a Port or to Move a Host /Change IP Address (both actions are done via IPAMS). All web services transfer with Move requests. Generally, web services for Move requests submitted via IPAMS by 4:00 p.m. will be implemented around 5:00 p.m. To minimize service down time, submit Move requests accordingly. If moving a hostname via IPAMS is not convenient, you may: 1. Add a new IP using a temporary Hostname in IPAMS; 2. Submit a waiver request to add web services to the new IP (in the Comments field state that this is a Move and provide the old IP); 3. Once web services have been implemented for the new IP, delete old IP from IPAMS and rename the new IP in IPAMS.

8: Provide port number/protocol. If non-standard web port, Center CIO approval is required. Attach approved CIO waiver and Center Firewall Review Board (CFRB) waiver.

9-10: Self Explanatory.

11: Indicate whether or not your site contains STI. If it does, attach copy of the following signed and approved forms (**See note above**):

- 1) GSFC STI Public Disclosure Export Control Checklist (GSFC 25-49) (**See note above**).
- 2) NASA Scientific and Technical Document Availability Authorization (DAA) (NASA Form 1676) (**See note above**).

12: Indicate whether or not your site contains export controlled information. If it does, attach a copy of a signed and approved GSFC STI Public Disclosure Export Control Checklist (GSFC 25-49). (**See note above**).

13-14. Self Explanatory.

15a-e: Verify that all statements are true.

- 15d: Refer to <http://webmaster.gsfc.nasa.gov> to ensure that site complies with the GSFC web policy.
- 15e: Site must be registered in the NASA Agency Web Site Registration System (<https://webregistration.larc.nasa.gov>).

16-21. Self Explanatory.

**NOTE: Home page of web site will be checked to verify the following:**

1. The following meta tags are included (NOTE: Use X.500 format for RNO, Content-Owner, and Webmaster, e.g., John.E.Smith.1):

- <meta name="description" content="Enter Description here">
- <meta name="orgcode" content="Enter Org Code here">
- <meta name="rno" content="Enter Responsible NASA Official (RNO) Name here">
- <meta name="content-owner" content="Enter Content-Owner Name here">
- <meta name="webmaster" content="Enter Webmaster Name here">

2. Footer contains Banner, Responsible NASA Official, and Curator, and that it does not contain any logo other than the NASA logo. NASA logo is not required. See [http://insidenasa.nasa.gov/ocio/information/info\\_privacy/index.html](http://insidenasa.nasa.gov/ocio/information/info_privacy/index.html) for new banner requirements which were implemented on December 15, 2005.

## Web Port Waiver Request

1. Date Request Initiated:	
2. Requester First Name:	3. Requester Last Name:
4. Requester Org. Code:	5. Requester Phone:
6. Requester Email:	
7. Type of Request:      Open a Port      Renewal <i>*Contact your CSO to Close a Port or to Move a Host /Change IP Address (both actions are done via IPAMS). See instructions for Move options.</i>	
8. Port Number/Protocol:      80/HTTP      443/HTTPS      8080/HTTP      Other: _____	
9. IP Address:	
10. Hostname:	
11. Scientific and Technical Information (STI): Site does not contain STI: Site contains STI. Copies of the following <b>signed and approved</b> forms are attached (keep originals for your files; see Instructions for renewals): 1) GSFC STI Public Disclosure Export Control Checklist (GSFC 25-49) 2) NASA STI Scientific and Technical Document Availability Authorization (NASA Form 1676)	
12. Export Controlled Information: Site does not contain export controlled information. Site contains export controlled information. A copy of the following <b>signed and approved</b> form is attached (keep original for your files; see Instructions for renewals): 1) GSFC STI Public Disclosure Export Control Checklist (GSFC 25-49) is attached	
13. Comments:	
14. Agency Number for IT Security Plan:	
15. By signing this form, the CSO acknowledges the following statements are true: a. Security patches are up to date. b. If applicable, vulnerabilities have been corrected or a waiver has been submitted. c. System has been authorized to process or has been certified and accredited. d. Content owner has verified that site complies with GSFC web policy (e.g., 508 compliance). e. Site is registered in the GSFC Web Registry.	
16. CSO First Name:	17. CSO Last Name:
18. CSO Org. Code:	19. CSO Phone:
20. CSO Email:	21. CSO Signature:

### Waiver Verification Checklist

- a. Form: Complete and signed. CSO Org. Code matches Requester Org. Code.
- b. STI and/or Export Control: If applicable, copies of signed and approved GSFC STI Public Disclosure Export Control Checklist (GSFC 25-49) and/or NASA Scientific and Technical Document Availability Authorization (NASA Form 1676) are attached.
- c. NASA Agency Web Site Registration System (<https://webregistration.larc.nasa.gov>): Site is registered and information is current.
- d. IPAMS: Verify IP Address, Host Name, Owner Code (should be same as CSO Org. Code listed on this form -- same directorate), and that System Use and OS Type have been identified (Security Information Section).
- e. IP and/or Host Name do not appear on the latest vulnerability scan.
- f. Site home page: Meta tags present and information current. Footer contains Responsible NASA Official, Curator, and link to current Security Banner; does not contain any logo other than the NASA logo (NASA logo is not required).
- g. Names provided in web registry, meta tags, and footer match up.
- h. If Port Number/Protocol (Number 8) is "Other," Approved CIO and CFRB waivers are attached.